

74-8556  
HFAC 5076-79

12 October 1979

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director of Central Intelligence  
FROM : DCI/MAG  
SUBJECT : Energy Conservation

1. The agency has received considerable attention for its analysis and publications on energy and the impending energy crisis. At the same time, energy problems have been a major issue within the current administration, with considerable emphasis on energy conservation.

2. It is the view of the MAG that while there seems to be considerable talk about energy conservation, there appears to be little effort being taken within the agency to actually promote energy saving action. It is our view that since the agency's public position supports the thesis of an impending energy crunch, our work-related conservation efforts should become more active and visible.

3. The MAG recommends that the agency make a concerted effort toward positive conservation goals. We believe the following suggestions should be considered:

- a. Consider assigning a senior agency manager to coordinate all efforts. The individual must be given appropriate authority and responsibility and have sufficient time and enthusiasm to devote to the job.
- b. The DCI and other senior agency managers should provide leadership and support for the program, including the maintenance of a high profile in areas where you and your staff are conserving energy.

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- c. Establish specific goals for energy conservation such as reducing fuel consumption for heating and cooling by a certain percentage and reducing the amount of fuel consumed by agency vehicles by a certain percentage.
- d. Encourage the use of van pooling and carpooling to reduce the number of cars driven to work. This can be accomplished by matching potential carpoolers through computer listings and providing each employee with a list of possibilities on a first name only basis. In addition, eliminate privileged parking spaces for senior agency personnel below the Office Director level so that additional desirable spaces become available to carpoolers. Provide carpoolers with a parking fee incentive and reduce the carpool cheating problem that now exists.
- e. Make public transportation schedules more available to employees, especially bus routes to suburban areas.
- f. Investigate the possibility of using the heat generated by computers in agency buildings as a substitute for space heating requirements currently served by other systems.
- g. Place energy conservation reminders by light switches to encourage reduction of unnecessary lighting in agency buildings.
- h. Eliminate hot water systems where not needed and lower the temperature in the remaining systems to levels that are consistent with health requirements.
- i. Evaluate existing heating systems to determine if smaller systems may be more appropriate such as using electric space heaters only during working hours.
- j. Provide a suggestion box solely for energy conservation ideas with appropriate monetary incentives for good suggestions.

- k. Ask managers to evaluate the necessity of extra hour work for employees who habitually work nights and weekends.

4. There are several areas in which energy conservation can be accomplished over a longer period of time but which require considerable expenditure at the time of installation. Nonetheless, these measures eventually reduce costs and energy consumption. We believe the following should be considered:

- a. Installation of thermal glass in building windows to reduce heat loss.
- b. Retrofitting or replacing existing heating systems with more energy efficient systems.
- c. Installation of solar collectors to augment or replace existing hot water or space heating systems.

5. We have been briefed by the Office of Logistics on their study of conservation measures within the agency and we commend their efforts. Nonetheless, we feel that their work has not received adequate support from top management. Furthermore, we believe that efforts to conserve energy have not been given sufficient publicity, especially if this is an area of true concern to agency management.

6. We recommend that you consider our suggestions for conserving energy and make a greater attempt to increase the agency's efforts in this area.

For the DCI/Management Advisory Group

[Redacted Signature Box]

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Chairman, DCI/MAG

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SUSPENSE

Date

22 OCT 1979

Remarks:

To 6: There seem to be several constructive suggestions here. Please evaluate and let me have your views.

  
STANSFIELD TURNER  
DCI/DDCI

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